

**U.S. EMBASSY KUWAIT  
VACANCY ANNOUNCEMENT NO. 025-14**

**OPEN TO:** ALL INTERESTED CANDIDATES

**POSITION:** VOUCHER EXAMINER  
FSN-420-6\*; FP-08\*\*  
(FULL PERFORMANCE LEVEL)

**OPENING DATE:** August 20, 2014

**CLOSING DATE:** September 3, 2014

**WORKING HOURS:** FULL-TIME; 40 hours/week

**SALARY:** Full Performance Level:  
Not-Ordinarily Resident (NOR):  
Position Grade: FP-08 (Starting Salary)  
US\$ 30,991 p.a.  
(\*\* Final grade/salary to be determined by HR/OE – NEA/EX/HRD)

**Ordinarily Resident (OR):** KD 7,073 p.a. (Starting Salary)  
(Position Grade: FSN-06)  
\* Actual grade and salary will be based on the qualifications of the applicant.

**IMPORTANT NOTE**

All U.S. Citizens (USEFMs, EFM's or MOHs as defined below) of U.S. Government Employees assigned to the Mission and under Chief of Mission (COM) authority are eligible for consideration. A U.S. Citizen EFM does not have to be residing in country to be considered but the sponsoring officer under COM authority does have to be officially assigned to post.

**ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Kuwait is seeking an individual for employment in the position of Voucher Examiner to work in the Office of Military Cooperation – Kuwait (OMC-K).

**BASIC FUNCTION OF THE POSITION**

The incumbent Serves as a Voucher Examiner in the Comptroller Division and responsible for examining, auditing, and monitoring a variety of simple invoices and complex payment requests of goods and services under the provision of various service contracts, leases, purchase orders, blanket purchase agreement and other document of commitment, the incumbent determines entitlements and discuss payment requests for 12 different accounts with the claimants and procurement staff for more clarification and/or obtain support documents before accepting the payment package. Check the line of accosting and the obligation ID and make sure fund is available in the budget software for each payment request. Work is subject to general supervision to ensure accuracy and compliance with policy and procedures. Use a computerized financial management system database to control financial records. Processes individual claims for miscellaneous expenses, travel vouchers entitlement, school tuition fees and other reimbursement forms SF1164.

### Duties Include:

- Review, audits and analyze complex invoices from local vendors involving payment under contracts for recurring monthly services or one time service performance, totaling \$5M.
- Prepare complex package for payment. This action includes reviewing all invoices from various service contracts, lease agreements and blanket purchase agreement. Review form DD250 for accuracy, check contract terms and conditions, EFT info, vendor status from System of Award Management, receiving report and ensures compliance with Federal Acquisition Regulations and applicable DOD regulations and prompt payment Act.
- Create follow up report and log in sheet for all payment vouchers by contract/invoice number, amount and line of accounting and answer queries related to paid or unpaid vouchers for each fiscal year and provide justification as required. Establish and maintain necessary internal controls to ensure that all payments are not made in excess of the authorized amounts. Ensure that the obligated funds are spent for the intended purpose and in accordance with applicable contract or regulations.
- Prepare payment package involving multiple appropriations for goods and service such as utilities, supply, phone, representation and cash collection vouchers, practice individual judgment and discretion in applying the regulation and procedures while reviewing payment requests.
- Present complete payment request under title #22 to direct supervisor for final certification, communicate with internal agencies, mission employees, both orally and in writing to facilitate payment process for FMS and T20 funds. Gain access and understand the output from different financial systems like (IPAS) Integrated Payable Account Systems, Consolidated Overseas Accountability Support Toolbox (COAST), Integrated Logistics Management System (ILMS), and Voucher Auditors Detail Report (VADR).
- Upload approved payment vouchers into EDMS (Electronic Data Management System), update contract number along with obligation ID in USCENTCOM budget software, post payment totaling \$4-5M- and make sure the support documents like invoice, receiving reports, purchase order, contract are maintain along with each payment voucher.
- Organize flow the documents through commitment, obligation and payment phases to avoid un-authorized commitment issue. Perform other Admin/financial tasks related to MIPR (Military Interdepartmental Purchase Request) as directed by the Financial M. Analyst to include payment through by other cycles, maintaining the filing system for FMS support cases active / inactive and MIPRs, also maintain all obligations and disbursements documentations in the proper files and sort it out by document number as generated by budget software and retain copies for 6 years.

## QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of high school education.
2. Three years of work experience in vouchering, auditing, accounts payable, or Bookkeeping and completion of finance/audit course study.
3. Level 3 in English (Speaking/Reading/Writing).  
(Note: Language skills will be tested.)
4. Working knowledge of account payable and purchasing process, fund administrative regulation, and policy.
5. Skill in the use of computer programs such as MS Word, Excel and Access.  
Ability to use the electronic calculator.

## SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

NOTE: Only qualified applicants will be called for a test/interview.

## ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

## TO APPLY

Interested applicants for this position **must** submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174), which is available on the Embassy's websites:  
<http://nea.p.state.sbu/sites/kuwait> ; <http://kuwait.usembassy.gov/> **OR**

2. A current résumé or curriculum vitae that provides the same information found on the UAE (DS-174) (see Appendix B); **OR**
3. A combination of both (i.e., Sections 1-24 of the UAE along with the listing of the applicant's work experience attached as a separate sheet; **AND**
4. Copy of high school certificate/university degree (per the qualification requirement above); **AND**
5. Copy of the Civil ID or passport (including the residence permit page); **PLUS**
6. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

**SUBMIT APPLICATION (BEFORE THE CLOSING DATE) TO:**

Human Resources Office  
U.S. Embassy Kuwait  
Bayan, Block 13, Al-Aqsa Mosque Street

**OR**

Email the application to: [HROKuwait@state.gov](mailto:HROKuwait@state.gov)

NOTE: Incomplete or late applications will not be considered.

**POINT OF CONTACT**

Human Resources Office  
Telephone: 2259-1001

**CLOSING DATE FOR THIS POSITION: COB September 3, 2014**

The U.S. Mission in Kuwait provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices and/or courts for relief.

## Appendix A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.-citizen Eligible Family Member

1. **Eligible Family Member (EFM)**: An individual related to a U.S. Government employee in one of the following ways:
  - Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
  - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
  - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51% dependent on the employee for support;
  - Sister or brother (including stepsisters and stepbrothers or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51% dependent on the employee for support, unmarried and under 21 years of age, or regardless of age, incapable of self-support.
2. **U.S. Citizen Eligible Family Member (USEFM)**: For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
  - U.S. Citizen; and,
  - EFM (see above) at least 18 years old; and,
  - Listed on the travel orders of a direct-hire Foreign, Civil or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
    - a) Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
    - b) Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.
3. **Appointment Eligible Family Member (AEFM)**: EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:
  - Is a U.S. citizen; and
  - Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
  - Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, (i.e., a direct-hire Foreign Service, Civil Service or uniformed service member who is

permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority); and

- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity.

**4. Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

An MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. An MOH does not have to be a U.S. Citizen.

**5. Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

**6. Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

## Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE. **Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle & Last Names as well as any other names used
- F. Current Address, Day, Evening and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number;
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class/Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship;, Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership & Recognition
- Q. Language Skills
- R. Work Experience
- S. References